



CHOWAN COUNTY DEPARTMENT OF SOCIAL SERVICES

100 WEST FREEMASON CIRCLE
EDENTON, NORTH CAROLINA 27932
(252) 482-7441: PHONE (252) 482-7041: FAX

DSS BOARD MEETING MINUTES September 15, 2015

Attendees were: Mr. Jack Perry (DSS Board Chair); Dr. Alex Kehayes; Ms. Darnell White; Ms. Janet Hines (Vice-Chair); Mr. Craig Miller; and Letecia Loadholt (Interim DSS Director).

- 8:00 – 8:05: Call to Order – Mr. Jack Perry
- 8:06 – 8:10: Induction of New Member- Chowan County Assistant to the Clerk, Vickie Miller administered the oath to Mr. Craig Miller.
- 8:11 – 8:20: Recognition of Philip Thomason – Mr. Thomason was presented with a plaque in recognition of his service to the Chowan County Board from 2012 – 2015.
- 8:21 – 8:24: Approval of August 2015 DSS Board Minutes – Approved as presented.
- 8:25 – 8:30: Public Comments- N/A
- 8:31 – 8:40: Director's Report- SEE ATTACHED: The board decided to continue to meet at 8:00 a.m. on the Third Tuesday of the month. The board was informed of upcoming customer service / sensitivity training for agency staff provided by Kate Ross formerly of Work First Development; the board made aware of upcoming FNS & Employment Training meeting scheduled in Greensboro from September 28-30, expenses for travel, hotel and breakfast and lunch paid for by the State; Interim Director received training for budget reimbursement on August 19th and one on one budget training with local business liaison Phil Lassiter on September 14th. The Board asked for a copy of acronyms/abbreviations used throughout the State in regards to Social Services.
- 8:41 – 8:51: CLOSED SESSION / EXECUTIVE SESSION- Ms. Janet Hines made a motion to go into closed session and Dr. Kehayes seconded the motion. Ms. Janet Hines made a motion to close the executive session and Mr. Craig Miller seconded the motion.
- 8:52 – 9:00: Adjourn – Ms. Janet Hines made a motion to adjourn the meeting seconded by Dr. Alex Kehayes.

CHOWAN COUNTY DSS SNAPSHOT
FISCAL YEAR 2015 - 2016

Food and Nutrition Services		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD Total	YTD Avg	14 - 15 Avg
Active Cases		1,731	1,720	1,739										-	1,730	1,755
Total Participants		3,180	3,174	3,206										-	3,187	3,164
Total Benefits		\$360,266	\$360,111	\$361,922										\$1,082,299	360,766	\$365,456
Applications Taken		96	90	106										292	97	101
Applications Approved		85	64	76										225	75	83
Applications Denied		9	14	14										37	12	13
Applications Withdrawn		3	3	1										7	2	5
Reviews Processed		91	81	145										317	106	152

Work First Family Assistance		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD Total	YTD Avg	14 - 15 Avg
Cash Benefits Issued		\$4,211	\$4,211	\$4,617										\$13,039	\$4,346	\$3,629
Total Active Work First Cases		23	22	23										-	23	32
Child Only Cases		22	22	21										-	22	30
Parent		1	0	2										-	1	3
Incapacitated Persons		0	0	0										-	-	0
Participation Rate														-	#DIV/0!	0
Applications Taken		3	4	0										7	2	4
Applications Approved		1	2	0										3	1	2
Applications Denied		1	1	0										2	1	1
Applications Withdrawn		1	4	1										6	2	3
Reviews Completed		1	1	2										4	1	3
Cases Terminated		0	0	0										0	0	0
Cases Transferred to Other Aid Programs		0	0	0										0	0	0
Emergency Assistance Applications		13	12	12										37	12	14
Emergency Assistance Issued		\$1,770	\$1,321	\$1,949										\$5,040	\$1,680	\$1,922
Employment Assistance Applications		7	11	12										30	10	8
Employment Assistance Issued		\$2,949	\$2,403	\$2,139										\$7,491	\$2,497	\$1,527

ENERGY	Allocation	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD Total	YTD Avg	14 - 15 Avg
CIP Applications Approved		13	36	8										57	19	27
CIP Applications Denied		5	14	10										29	10	6
CIP Expenditures		\$2,640	\$9,151	\$2,189										\$13,980	\$4,660	\$14,433
CIP Balance	\$83,861	\$81,221	\$72,070	\$69,881	\$69,881	\$69,881	\$69,881	\$69,881	\$69,881	\$69,881	\$69,881	\$69,881	\$69,881	-	-	-
LIEAP Applications Approved		-	-	-	-	-					-	-	-	0	#DIV/0!	107
LIEAP Applications Denied		-	-	-	-	-					-	-	-	0	#DIV/0!	17
LIEAP Expenditures		-	-	-	-	-					-	-	-	\$0	#DIV/0!	\$29,500
LIEAP Balance	\$0	-	-	-	-	-	\$0	\$0	\$0	\$0	-	-	-	-	-	-

MEDICAID		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD Total	YTD Avg	14 - 15 Avg
Individuals Served		2,584	2,631	2,830										0	2682	3266
Applications Taken		106	86	65										257	86	106
Applications Approved		114	63	72										249	83	101
Applications Denied		22	16	2										40	13	26
Applications Withdrawn		1	6	2										9	3	5
Reviews Completed		230	238	211										679	226	196

MEDICAID TRANSPORTATION		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD Total	YTD Avg	14 - 15 Avg
Approvals		176	189	174										539	180	191
Denials		1	2	7										10	3	2
Provider Vouchers		57	40	42										139	46	50
Gas Vouchers		46	60	39										145	48	51
CAP Vouchers		0	0	0										0	0	0
Provider Vouchers (\$)		\$3,976	\$2,712	\$2,825										\$9,513	\$3,171	\$3,372
Gas Vouchers (\$)		\$866	\$706	\$839										\$2,411	\$804	\$732
ICPTA (\$)		\$1,839	\$2,671	\$1,963										\$6,473	\$2,158	\$2,145
Disability Determination (\$)		\$0	\$48	\$56										\$105	\$35	\$10
Total (\$)		\$6,681	\$6,138	\$5,683	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18,502	\$6,167	\$6,259

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PROGRAM INTEGRITY		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD Total	YTD Avg	14 - 15 Avg
Active Claims:																
FNS		172	172	166										-	170	196
Medicaid		22	23	24										-	23	34
TANF		5	5	5										-	5	5
AFDC		1	1	1										-	1	2
Active Claims Balance:																
FNS		\$92,637	\$88,998	\$87,952										\$0	\$89,862	\$112,521
Medicaid		\$38,807	\$38,891	\$39,049										\$0	\$38,916	\$54,650
TANF		\$12,557	\$12,557	\$12,557										\$0	\$12,557	\$12,445
AFDC		\$37	\$37	\$37										\$0	\$37	\$375
Total		\$144,038	\$140,482	\$139,594	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$141,371	\$179,991
Monthly Collections:																
Recoupment																
FNS		3,166	\$3,320	\$3,554										\$10,040	\$3,347	\$2,606
Medicaid		0	0	0										\$0	\$0	\$0
TANF		0	0	0										\$0	\$0	\$0
AFDC		0	0	0										\$0	\$0	\$0
Total		\$3,166	\$3,320	\$3,554	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,040	\$3,347	\$2,606
Cash																
FNS		94	\$0	\$55										\$149	\$50	\$249
Medicaid		309	\$125	\$175										\$609	\$203	\$294
TANF		50	\$0	\$0										\$50	\$17	\$54
AFDC		0	0	0										\$0	\$0	\$0
Total		\$453	\$125	\$230	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$808	\$269	\$573
Tax Intercept																
FNS		612	756	49										\$1,417	\$472	\$1,663
Medicaid		0	0	0										\$0	\$0	\$128
TANF		0	0	0										\$0	\$0	\$43
AFDC		0	0	0										\$0	\$0	\$11
Total		\$612	\$756	\$49	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,417	\$472	\$1,845
Total Collections		\$4,232	\$4,200	\$3,833	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,265	\$4,088	\$5,038

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FINANCIAL	Allocation	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD Total	YTD Avg	14 - 15 Avg
Admin Revenues	\$2,507,295	\$59,049	\$113,274	\$245,883										\$418,206	\$139,402	\$174,110
Remaining Balance		\$2,448,246	\$2,334,972	\$2,089,089	\$2,089,089	\$2,089,089	\$2,089,089	\$2,089,089	\$2,089,089	\$2,089,089	\$2,089,089	\$2,089,089	\$2,089,089			
Admin Expenditures	\$3,438,295	\$207,033	\$249,009	\$235,966										\$692,008	\$230,669	\$253,606
Remaining Balance		\$3,231,262	\$2,982,254	\$2,746,287	\$2,746,287	\$2,746,287	\$2,746,287	\$2,746,287	\$2,746,287	\$2,746,287	\$2,746,287	\$2,746,287	\$2,746,287			
County Share		74%	62%	40%												
Budget Performance - under/(over)		-28%	-20%	-19%												
TANF-Fed Expenditures	\$182,263	\$25,241	\$15,467	\$21,899										\$62,607	\$20,869	
TANF-Remaing Federal		\$157,022	\$141,554	\$119,656	\$119,656	\$119,656	\$119,656	\$119,656	\$119,656	\$119,656	\$119,656	\$119,656	\$119,656			
MOE Expenditures	\$256,354	\$20,216	\$16,099	\$17,669										\$53,984	\$17,995	
MOE Remaining Require		\$236,138	\$220,039	\$202,370	\$202,370	\$202,370	\$202,370	\$202,370	\$202,370	\$202,370	\$202,370	\$202,370	\$202,370			
Cap Revenues	\$143,011	\$54,835	\$35,505	\$42,455										\$132,795	\$44,265	
Cap Revenues Remain		\$88,175	\$52,670	\$10,216	\$10,216	\$10,216	\$10,216	\$10,216	\$10,216	\$10,216	\$10,216	\$10,216	\$10,216			

ADMINISTRATION		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD Total	YTD Avg	14 - 15 Avg
Staff Level	30	30	28	28												
Vacancies		1	2	2												
Front Desk Visits		1,063	1,057	1,073										3,193	1,064	1,140

CHILD SUPPORT

TOTAL COLLECTIONS				PATERNITY ESTABLISHMENT				CASES UNDER ORDER			
SFY Actual	Goal	% of Goal		Prev BOW	Pat Est	%PatEst	Goal	Open Cases	CUO	%CUO	Goal
\$475,437	\$2,055,934	23.13%		919	867	94.34%	100.00%	1236	1185	95.87%	90.00%
\$315,643	\$2,055,934	15.34%		919	859	93.47%	100.00%	1239	1186	95.72%	90.00%
\$147,719	\$2,055,934	7.19%		919	854	92.93%	100.00%	1255	1199	95.54%	90.00%

CURRENT SUPPORT						ARREARS				MEDICAL		
CSup due	CSup Coll	%CurCol			Goal	Cas Arr due	Cas Arr Col	%Arr	Goal	MedCase	MedSup	%Med
\$520,638	\$337,234	64.77%			65.07%	1005	517	51.44%	69.50%	795	667	83.90%
\$347,928	\$225,831	64.91%			65.07%	999	447	44.74%	69.50%	802	664	82.79%
\$174,263	\$111,074	63.74%			65.07%	979	327	33.40%	69.50%	802	656	81.80%

MISCELLANEOUS

Interim Director Travels:

- * October 7, 2015: NC FAST and Child Welfare Demo Training- Durham, NC
- * October 13, 2015: Adult Services Monitoring 1068 Training- Tarboro
- * October 14, 2015: Meeting w Young Williams (Child Support)- Elizabeth City
- * October 16, 2015: Director's Meeting- Gatesville